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14 May 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

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oops!
a. A contract wife scheduled to depart for [] at the end of the month is being given special instruction in Type III property accounting procedures and in per diem and travel computations. She will attend the Finance portion of the regular course.

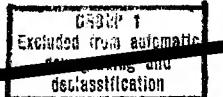
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b. On 10 May, the Chief Instructor interviewed the former Administrative Assistant of the [] Station, and together they reviewed some of the situational material used in the Type II Manual used in the FF&L course, the setting for which is laid in []. When the Manual is revised again, consideration will be given to a number of suggestions which would make the material more realistic.

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2. Training Course for Technical Officers (Contract Overrun)

At a meeting attended by representatives of the Security Staff, OL, the Procurement Division/OL, and this office on 12 May, it was decided that the Procurement Division will invite potential contractors to attend a pre-proposal conference in the Ames Building at 0930, 2 June. With this schedule, we would look for the contract to be awarded no later than mid-July. At the conference, contractors will be informed that we are shooting for an October date for the first class.



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3. Support Services Review: Trends and Highlights

The class scheduled to be given the week beginning 7 June 1971 will be changed in two respects from previous runnings. First, in response to a suggestion made by the Director of Training, the Deputy Director for Support has agreed to address the class at the end of the course rather than at the beginning. Secondly, there will be an input for the first time by the Special Support Assistant to the Deputy Director for Support. This input should provide an overview of the relationship of the Support Directorate to the Clandestine Service and show how the two Directorates work together.

4. External Training in Shorthand and Typing

In response to continuing requests for information concerning the availability of external training facilities for shorthand and typing, a listing of such facilities located in the Washington Metropolitan area was compiled and distributed to those Training Officers and other interested Agency personnel who have a particular need for this information. The listing includes data on adult education classes, college and university classes, and business school offerings.

5. Automated Communications Terminal (ACT-I) Matters

In concert with ISS, we have taken a number of steps to acquire information to help us measure the scope and complexity of the request from the Office of Communications for OTR assistance in teaching secretarial and clerical personnel to prepare and type cables in the new "automated environment".

B. MANAGEMENT TRAINING

1. MEDC

The 28th Midcareer Class is winding-up with its final week of visits to government installations across the country: SAC,

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Omaha, Nebraska; 90th Strategic Missile Wing, Cheyenne, Wyoming, and NASA, Cape Kennedy, Florida.

2. Supervision

Twenty-eight students are in attendance, of whom eight are women. Participation in team tasks has been good, and both classroom feedback exercises and spontaneous classroom discussions have been thoughtful and informative.

3. Microfilm Seminar

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The second running of the Microfilm Systems Seminar was held 12 - 14 May 1971. The Seminar was conducted by Mr. [redacted]

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[redacted] ran a similar three day seminar for the Agency in March 1971. The March running was generally limited to DDS personnel but the May session was filled with 36 students representing all Directorates. The May course was oversubscribed and plans are being made to run another seminar in the fall.

4. Senior Management Seminar (Planning)

Student reactions to the Seminar, which ended on 7 May, were not quite as enthusiastic as usual. Pending completion of the Course Report, informal comments have been forwarded to the DDTR.

5. Advanced Management (Planning)

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We have been informed by the DDP/TO that we may expect 50 - 55 CS officers to enroll in the AM(P) during FY 1972. Mr. [redacted] added that he thought it likely that this figure represented probable total attendance at the AM(P) and the SMS(P). Last week we reported the DDS estimate as 69 - 79 enrollments. We have not yet heard from the DDI and the DDS&T.

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6. Management Science

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a. OTR

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Questionnaire formulation, both substantive and technical, is just about completed. We have agreed on the technical factors, i. e., number of rounds, number of respondents, style and kinds of questions, etc. The [] exercise is being designed around OTR material exclusively.

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b. Computer Terminal Matters

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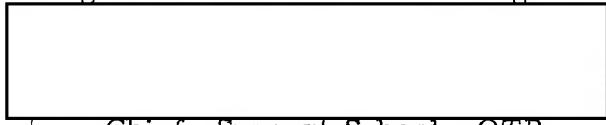


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[] has talked with representatives [] regarding the potential use of [] facilities and of [] portable (transportable) remote terminals in [] exercises and, equally important, in other management science applications. A review of equipment, program libraries, and costs was undertaken and a report is being prepared for forwarding to the Director of Training.

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Chief, Support School, OTR

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[] jdg (14 May 71) Ext. 3356/2695

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